

VISUAL INFORMATION (VI) WORK ORDER For use of this form, see AR 25-1; the proponent agency is ODISC4		1. WORK ORDER NUMBER 2. SECURITY CLASSIFICATION																											
SECTION I - REQUIREMENT																													
3a. TO (VI Activity)		4. FROM (Unit or Activity)																											
3b. E-MAIL ADDRESS		4b. E-MAIL ADDRESS																											
5. ACCOUNT CODE		6. ACCOUNT NO.																											
7a. REQUESTER (Name, Grade)		b. PHONE AND FAX NUMBERS	8. DATE REQUESTED (YYYYMMDD)																										
9a. ALTERNATE POINT OF CONTACT		b. PHONE AND FAX NUMBERS	10. DATE REQUIRED (YYYYMMDD)																										
11. QUANTITY <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>a. Viewgraph</td><td></td></tr> <tr><td>b. 35mm Slides</td><td></td></tr> <tr><td>c. Camera Ready Artwork</td><td></td></tr> <tr><td>d. Electronic Images</td><td></td></tr> <tr><td>e. TV</td><td></td></tr> <tr><td>f. Audio</td><td></td></tr> <tr><td>g. Video Tape Copies</td><td></td></tr> <tr><td>h. Photo Print Copies</td><td></td></tr> <tr><td>i. Computer Photo Prints</td><td></td></tr> <tr><td>j. Computer Photo Transparencies</td><td></td></tr> <tr><td>k. Presentation Services</td><td></td></tr> <tr><td>l. Motion Picture</td><td></td></tr> <tr><td>m. Other (Specify)</td><td></td></tr> </table>		a. Viewgraph		b. 35mm Slides		c. Camera Ready Artwork		d. Electronic Images		e. TV		f. Audio		g. Video Tape Copies		h. Photo Print Copies		i. Computer Photo Prints		j. Computer Photo Transparencies		k. Presentation Services		l. Motion Picture		m. Other (Specify)		12. DESCRIPTION OF WORK (Attach diagrams, etc., and list enclosure(s))	
a. Viewgraph																													
b. 35mm Slides																													
c. Camera Ready Artwork																													
d. Electronic Images																													
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l. Motion Picture																													
m. Other (Specify)																													
13. JUSTIFICATION FOR REQUESTED SERVICE																													
14a. <i>Requested service is for official purposes and is required by stated deadline.</i>		14b. VALIDATION SIGNATURE																											
SECTION II - JOB ASSIGNMENT (FOR AUDIOVISUAL OFFICE USE ONLY)																													
15. DATE RECEIVED (YYYYMMDD)	16. DATE ASSIGNED (YYYYMMDD)	17. AUDIOVISUAL FACILITY APPROVAL (Signature)																											
18. SPECIAL INSTRUCTIONS																													
SECTION III - WORK RECEIPT																													
19a. CUSTOMER NOTIFIED	19b. RECEIVED BY (Signature)		19c. DATE (YYYYMMDD)																										